

General Headquarters  
Supreme Commander for the Allied Powers

9 December 1945

ADMINISTRATIVE MEMORANDUM)

NUMBER

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1. The schedules of "days off" for officers and enlisted men will be prepared by Section Chiefs, and copies will be furnished Headquarters WDC.

a. The proper form, clearing enlisted man from duty and for off-duty rations, will be submitted to Headquarters through the Section Chiefs concerned.

b. Such forms must bear the Section Chief's initials indicating approval.

c. Section Chiefs' disapproval may be made verbally.

2. Days off for either officers or enlisted men, other than those regularly scheduled as indicated above, will be requested through Section Chiefs for approval by Headquarters.

3. In no case will personnel be dismissed from duties due to failure of transportation, because of weather, or due to other reasons preventing accomplishment of a scheduled mission, without first obtaining approval of Headquarters.

BY ORDER OF LT. COL. R. V. SMITH:

WESLEY S. MEGINN  
Captain AC  
Exec. Off. WDC (Adv)